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20 July 1981

Excerpts from ODP Staff Meeting - 17 July 1981

1. Mr. Johnson welcomed [_____] to his new position   25X1
as Chief, Management Staff which he began on 13 July. George can
be reached [_____]   25X1

2. The DDA has requested that a roster be set up for each
office indicating a senior person on duty the DDA could contact
if necessary. The roster of contacts would be on a rotating
basis.

3. On 14 July the DDA and his Office Directors, including
D/ODP, had a get-acquainted luncheon with the DDCI. One of the
topics discussed was the revision of the Executive Order on
classification.

4. Messrs. Johnson, Fitzwater, Hart and [_____] attended   25X1
briefings at the Departments of Agriculture and State on
16 July. The Agriculture briefing was on automating reporting
from the attaches of the Foreign Agricultural Service, and the
briefings at State Department were on their data processing and
communications systems and on their proposed new accounting
system.

5. The DDA, D/ODP, D/OL, D/OIS and IHSA met on 15 July to
discuss the implications of the Paperwork Reduction Act. The
Director is expected to sign a memo delegating the DDA as the
responsible official charged with carrying out the duties imposed
by the Act.

25X1   6. [_____] returned back to work part-time last week.
STAT   Welcome back [_____]

7. Attached are excerpts from ODP Division/Staff weekly
reports and a copy of our weekly report to the DDA.

[_____]   25X1

Atts: a/s

This Document is CLASSIFIED
When separated from attachment.

ODP-81-917
16 July 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: ODP Report for Week Ending 15 July 1981

Support to OF

A decision was made on Friday, 10 July 1981, to process the overseas incentive pay as a differential, to be known as Interim Overseas Differential (IOD). The effective date of 12 July would remain the same. An analysis was done Friday night by [   ] on the impact of using the present Cost of Living (COL) field. It was determined that the use of this field would require modifications to two major payroll programs, and a new program would have to be written to generate transactions to establish the IOD percentage in the Pay Master. These changes would have to be accomplished and placed in production status no later than Master File processing on the 23rd of July 1981. [   ] (S)

Project AVAD

OSWR has forwarded their projected requirements for AVAD for the remainder of the fiscal year. Total requirements for 1981 are significantly greater than projected in November--batch +20%, VH +50%. A memo will be forwarded next week requesting OSWR to obtain Comptroller approval for a 23% increase in the level of ODP support for AVAD. [   ] (AIUO)

/s/ Bruce T. Johnson

Bruce T. Johnson

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21 July 1981

Excerpts of ODP Div/Staff Reports for Week Ending 15 July 1981

Administrative

ODP's Training Officer, [   ], has been selected as   STAT
the Management Staff/Administrative Staff representative on the
ODP MAG, beginning 1 September 1981.

STAT   [   ] EOD'd as a staff employee on 13 July
1981. He will be assigned to the DD/A.

[   ]   STAT

Applications

Support to ODP. GRAPHICS. An Agencywide Computer-Aided
Design (CAD) requirements meeting was be held on 14 July at 1000
in Room 2D03 Hqs. Representatives of OL, ORD, OGSR, NPIC, OTS,
ODP, and Hqs. Engineering attended. [   ]   STAT

Special Projects

SAFE. In conjunction with the In-Progress Review, the SAFE
computer operation requirements were clarified, a group concerned
about computer operations visited the Customs Bureau's Burroughs
Computer System in San Diego and site activation and training
STAT   plans were discussed. [   ]

Processing

VM went into production on 13 July, and is now available to
the users of the Special Center. [   ]   STAT

The IBM 6670 Laser Printer has been installed in the Special
Center. Currently it is used in the offline mode. [   ]   STAT

STAT   On 13 July the [   ] Output Services Branch assumed
all duties and responsibilities of the Reports Distribution and
Services Section of PD. Personnel and associated equipment have
been relocated [   ]   STAT
[   ]   STAT

Management

Outstanding Advances. As of 15 July, 43 advances remain
outstanding, of which, none are delinquent. [   ] (AIUO)   STAT